

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule Title: **Comprehensive Furniture Management Services**

FSC Group, Part, and Section or Standard Industrial Group (as applicable): **71 II K**

FSC Class(es)/Product code(s) and/or Service Codes (as applicable): **71 II K**

Contract number: **GS-29F-0018U**

Contract period: **July 3, 2013 to July 2, 2018**

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable): **Arbee Associates, 1531 South Washington Avenue, Piscataway, NJ 08854-3815, (Office) 732.424.3900, (Fax) 732.752.6034**

Contractor's internet address/web site where schedule information can be found (as applicable): **www.arbeeeofficefurniture.com**

Contract administration source (if different from preceding entry) **Orlando Wright, Director of Sales, Arbee Associates, 9300 Gaither Road, Gaithersburg, MD 20877**

Business size: **Woman-Owned Small**

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

712-1 Project Management (Furniture/Furnishings Related):

Labor/Task Category	Government Hourly Rate
Project Manager	\$67.20
Administrator	\$41.41

712-2 Asset Management (Furniture/Furnishings Related):

Labor/Task Category	Government Hourly Rate
Warehouseman	\$34.47
Database Coordinator	\$68.01
Piece-In	\$4.03
Piece-Out	\$4.03
Storage	\$1.11/sq. ft.

712-3 Reconfiguration/Relocation/Installation Management (Furniture/Furnishings Related):

Labor/Task Category	Government Hourly Rate
Lead Installer	\$47.82
Installer	\$40.18
Driver	\$40.18
Mover	\$34.73
Move Supervisor	\$40.18

Project Manager	\$67.20
Project Designer	\$67.20

712-4 Furniture Design/Layout

Labor/Task Category	Government Hourly Rate
Project Designer	\$67.20

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **Minimum order for services: \$500. There are no model numbers available for services.**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

Project Manager

Job Summary: The Project Manager is responsible for managing all aspects of assigned projects including but not limited to project planning, logistics plans, project schedules, estimating, resource allocation, proposal generation and job costing. Project types will include consolidated interiors projects, relocations and reconfigurations. The Project Manager will be responsible for being the primary Arbee Associates contact on-site and providing continual updates as necessary to the client and Arbee team on project requirements and project status.

Duties and Responsibilities: Represent Arbee in all matters relating to the project process including proposal generation, client relations, vendor relations, project start-up and project closing. Attend all job/project/construction meetings with client and/or Arbee team members. Maintain clear and effective communication of project information to the Arbee teams.

Assemble and transfer project documents to Operations team or contracted resources as required. Track and coordinate all order activities as required to maintain critical project dates for direct ship and warehouse deliveries based on company guidelines. Complete punch list for all assigned projects and ensure that the punch list is completed in accordance with company guidelines. Ensure project profitability through accurate estimating, negotiation and job costing techniques for all applicable projects. Coordinate site access requirements including security checks, building protection plans, certificates of insurance, etc. Assist with review and negotiation of Arbee, supplier and vendor agreements. Generate and edit project schedules in Microsoft Project as required. Perform other related duties and assignments as required

Qualifications: Knowledge of and proficiency with coordination of consolidated interiors projects including furniture, services and architectural products. Must be able to lead a project team and gain compliance with project direction and outcome. Must be familiar with construction drawings, terminology and practices. Must be able to give direction and gain compliance from trades including; furniture installers, movers, carpenters and teamsters

Education: Bachelors Degree

Experience: Three years project management experience in office furniture

Warehouseman

Job Summary: The Warehouse Worker participates in all phases of material handling including inspecting and receiving product, pulling freight and assisting in inventories.

Duties and Responsibilities: Receive all product utilizing bill of lading and count sheets. Check quantity and condition of goods/cartons before signing for deliveries. Open and inspect all replacement items for damages prior to accepting them from the carrier. Pull freight as directed and indicated by the delivery ticket. Maintain cleanliness of warehouse and building grounds. Complete necessary documentation for all discrepancies. Assist in quarterly inventories. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Database Coordinator

Job Summary: The Operations Coordinator is responsible for resolving all product issues regarding quality exceptions, specification errors, carrier damages and operations damages for projects and warehouse receiving.

Duties and Responsibilities: Process all exceptions for all vendors, including submitting quality tickets to Steelcase as needed, determining parts needed, ordering product, checking acknowledgements for accuracy, communicating with vendors for parts and pricing, and assembling punch list package for scheduling. Process all Product and Delay freight claims, either on line for Steelcase and the Design Partnership Companies, or directly with the common carrier for miscellaneous vendors by submitting original signed Bill of Lading, original invoice, replacement acknowledgement or invoice and other evidence such as digital photos. Create and maintain open issues in Hedberg. Process all delivery tickets. Maintain order files in central location. Verify and/or handle physical product inventory on warehouse floor. Properly collate direct shipment paperwork. Perform other related duties and assignments as required.

Qualifications: Must be able to communicate effectively with vendors and coworkers. Must be able to analyze data and resolve problems. Must be able to work in a team environment. Must be proficient using a calculator. Must be computer literate with working knowledge of Microsoft Word, Excel, E-mail, and the Intranet.

Education: High School Diploma

Lead Installer

Job Summary: The Lead Installer is responsible for delivering and installing company products and directing the work of the installation team on the job site with the focus of satisfying the customer.

Duties and Responsibilities: Install furniture according to installation plans. Read blue prints and strike lines per blue print scales. May load furniture on truck and/or drive company vehicles to job site. Supervise and train installers on job site. Know all product lines and electrical components of the lines. Forecast completion time and manpower needed for jobs. Interact with customers regarding details of the project and serve as key liaison between job site activities and the office. Read delivery tickets, packing slips and count sheets. Prepare for projects by reviewing prepared installation plans, consulting with the Installation Manager, Director of Operations and Account Executive and Account Manager, if necessary. Determine any overages, shortages, damages and exceptions and have carrier sign for same before signing off. Account for all Arbee equipment on the job. Upon completion of projects, review any discrepancies with the Account Executive. Prepare punch lists with the team showing overages, shorts and exceptions. Distribute copies of the form to the teams and Delivery and Installation

Manager/Installation Supervisor. Must work overtime hours when required. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must have Steelcase Lead Installer School certificate. Must be able to work independently and supervise a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working knowledge of all product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Installer

Job Summary: The Installer loads, delivers and installs company products focusing on customer satisfaction.

Duties and Responsibilities: c Strip furniture. Install furniture in accordance with Lead Installer's direction. Load and unload trucks. Assist driver and lead installer. Must work overtime hours when required. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Driver

Job Summary: The Driver/Installer loads, delivers and installs company products focusing on customer satisfaction. Responsible for driving delivery vehicles to and from job sites.

Duties and Responsibilities: Load and unload furniture off dollies and panel carts. Drive company vehicles to job site. Keep current on necessary driving training and requirements. Strip furniture. Install furniture in accordance with Lead Installer's direction. Load and unload trucks. Assist installer and lead installer. Must work overtime hours when required. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Move Supervisor

Job Summary: The Move Supervisor is responsible for supervising all aspects of a Move Management project with a focus on customer satisfaction..

Duties and Responsibilities: Load and unload furniture off dollies and panel carts. Load and unload trucks. Must work overtime hours when required. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and supervise a move team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Mover

Job Summary: The Mover moves furniture product during a move management project with a focus on customer satisfaction.

Duties and Responsibilities: Follow the direction of the Move Supervisor. Load and unload furniture off dollies and panel carts. Load and unload trucks. Must work overtime hours when required. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Must be able to work independently and as part of a team. Must possess valid driver's license to drive limited company vehicles when necessary. Have working and growing knowledge of basic product lines. Have strong customer service focus. Must regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

Education: High School Diploma

Project Designer

Job Summary: The Project Designer is responsible for helping sales and clients develop comprehensive solutions; conducting field verification and inventory; space planning and finish selection. A project designer works primarily with AutoCad, CET, CapSpec and Accelerate to a lesser extent.

Duties and Responsibilities: Develop design solutions to best meet customer criteria. Attend job, project and construction meetings with client, as required. Create complete and accurate product specification (based on the Company guidelines) including miscellaneous products and architectural products. Develop floor plan, furniture plan, panel plan and installation drawings. Gather and implement programming information first hand and directly from the client. Meet and review solutions with client to obtain approval. Conduct site inspections for field verification and coordinate reuse of inventory, equipment and furnishings. Meet with Account Executive and Account Manager to define project scope and responsibility. Check specifications and quotes that were completed by the team (based on the Company guidelines) prior to order placement. Maintain a program for continuing education in job related technical areas. Perform other related duties and assignments as required.

Qualifications/Physical Demands: Proficient in AutoCAD. Must have understanding of basic installation drawings and what needs to be part of an installation package. Growing knowledge of and proficiency with systems furniture/product specification. Strong customer service focus and commitment. Must be organized and detail oriented. Must be able to work independently or as a team player.

Education: Bachelor's Degree from a FIDER accredited design program preferred.

2. Maximum order. **\$500,000**
3. Minimum order. **\$500**
4. Geographic coverage (delivery area). **Continental United States**
5. Point(s) of production (city, county, and State or foreign country). **N/A**
6. Discount from list prices or statement of net price. **See Section 1a for net prices.**
7. Quantity discounts. **N/A**
8. Prompt payment terms. **Net 30 days.**

9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold. **Accepted.**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Accepted.**

10. Foreign items (list items by country of origin). **N/A**

11a. Time of delivery. (Contractor insert number of days.) **To be determined by task order.**

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **N/A**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **N/A**

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **Agreed.**

12. F.O.B. point(s). **Destination.**

13a. Ordering address(es). **Arbee Associates, 1531 South Washington Avenue, Piscataway, NJ 08854-3815**

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es). **Arbee Associates, P.O. Box 57001, Newark, NJ 07101.**

15. Warranty provision. **Available on project by project basis.**

16. Export packing charges, if applicable. **N/A**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

18. Terms and conditions of rental, maintenance, and repair (if applicable). **Available on project by project basis.**

19. Terms and conditions of installation (if applicable). **Available on project by project basis.**

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Available on project by project basis.**

20a. Terms and conditions for any other services (if applicable). **N/A**

21. List of service and distribution points (if applicable). **See Section 1(c) for list of service. Distribution Points: Piscataway, NJ and Beltsville, MD.**

22. List of participating dealers (if applicable). **N/A**

23. Preventive maintenance (if applicable). **Available on project by project basis.**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Available on project by project basis.**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **N/A**

25. Data Universal Number System (DUNS) number. **065817322**

26. Notification regarding registration in Central Contractor Registration (CCR) database. **Arbee Associates is registered in the SAM database.**